



## This week...

Akio tells Jack that the company might outsource some of its jobs soon. Jack wants to know more about outsourcing.

## Lesson Objectives...

- Discussing outsourcing
- Managing work flow

## Business English Conversation

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## Basic Class

## Warm Up – Topic Question



Does your company outsource any tasks or systems?

# Picture Description

Why are they looking at that globe?



B



A

What decisions are they making?

\*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

\*Create simple sentences using the vocabulary

1. cost
2. outsource
3. control
4. points

Could you explain a bit more about those **points**?



1. **Did you hear** that we might be cutting jobs?
2. **Well, it means that** we can save a lot of money.
3. **It's usually cheaper to** buy parts from overseas.
4. **Let's hope** the office is still open!

- Words
- Phrases

<b>Akio</b>	<b>Did you hear</b> that the company's going to be outsourcing some jobs?
<b>Jack</b>	No, I didn't. What does that mean, though?
<b>Akio</b>	<b>Well, it means that</b> some processes and jobs will now be done by other companies.
<b>Jack</b>	Why would we do that? Doesn't that <b>cost</b> money?
<b>Akio</b>	<b>It's usually cheaper to</b> <b>outsource</b> than pay salaried employees.
<b>Jack</b>	Why don't all companies save money and outsource everything, then?
<b>Akio</b>	Because they have less <b>control</b> over the quality of the work and won't be able to directly manage the staff responsible for doing it.
<b>Jack</b>	So it has good <b>points</b> and bad points, then.
<b>Akio</b>	Exactly! <b>Let's hope</b> it works out for the best.

1. Did you hear .....
2. Well, it means that .....
3. It's usually cheaper to .....
4. Let's hope .....

# Responses - Prepositions

\*please select the most appropriate response for each item below:

1. A: What do you think of the new plan?  
B: We should have a meeting .... discuss it.

at / of / to

2. A: How will this affect our production system?  
B: The products will now be produced .... another factory.

in / on / at

3. A: Will that company be able to handle .... such a big project?  
B: Sure, they're experts!

on / with / no preposition

4. A: Are you free to talk about the outsourcing plan?  
B: I'd be happy to discuss it .... you.

to / with / for

5. A: Where is the meeting being held?  
B: It will be .... the sixth floor.

for / on / in

6. A: Will this affect the delivery schedule?  
B: I'm confident the products will be delivered .... time.

in / on / at



Student A informs Student B that the company they both work for will be outsourcing a major task. Student B considers the details and likely effects.



Student A: Have you heard, the company is going to outsource **Task** ?

Student B: No, I haven't.

\* Continue the conversation using the **Key Phrases** and **Tasks** from below.

## Key Phrases

- They're outsourcing it because ....
- Well, it means that ....
- Let's hope ....
- How will it affect us?
- Where will it be outsourced to?
- Do you think this will affect the quality?
- *Other*

## Tasks to be Outsourced

- production
- customer service
- quality-control
- IT services
- social media marketing
- *other*

- Would you rather buy products made in Japan, or less expensive ones made abroad?
- Do Japanese companies often outsource work to foreign companies?

- cheaper - *They're **cheaper** if you buy a pack of six.*
- control - *The quality will be out of our **control**.*
- cost - *I was surprised how little it **cost**!*
- hope - *Let's **hope** you have a good lawyer.*
- outsource - *We **outsource** our social media marketing.*
- points - *She has good **points** and bad **points**.*
- responsible - *You will be **responsible** for communication.*